

Approved For Release 2001/08/07 : CIA-RDP80-01370R000100090020-0  
TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual  
on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,  
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

**Central Intelligence Agency**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have  
ceased to have suffi-  
cient value to warrant  
further retention.

☐ B The records will cease to have sufficient value  
to warrant further retention on the expiration  
of the period of time indicated or on the occur-  
rence of the event specified.

☐ C The records will have ceased to have sufficient value to warrant  
retention in their original form by virtue of the fact that the  
microphotographic copies, made in accordance with standards of  
the National Archives Council, will be adequate substitutes for  
the original records.

(Date)

(Signature of Agency Representative)

(Title)

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
|                | <p>Authorization for disposal is requested for the following fiscal and accounting documents maintained in the Agency for the General Accounting Office pursuant to the provisions of the Budget and Accounting Procedures Act of 1950.</p> <p>31. Personal Service Contracts for Consultants or Experts</p> <p>32. Original payroll and related certification sheets for indigenous employees such as Standard Forms 1013, 1128, or equivalents. (Individual Record Card not maintained.)</p> <p>33. Original Washington and Foreign accounts current, all supporting vouchers, schedules, documents, and related papers exclusive of freight and payroll records.</p> <p>34. Original vouchers covering passenger transportation and related papers.</p> <p>a. Domestic Travel</p> <p>b. Foreign Travel</p> |                            |                     |

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